

FULL-TIME EMPLOYMENT OPPORTUNITY

Position Title:	Account Clerk 2
Location/Department:	Job & Family Services/Administration
Supervisor:	Erin Thomas-Brodine
Hourly Starting Pay Rate:	12.14
Pay Range:	C
Classification:	Full-time, Classified, Non-Exempt
Date Issued:	November 24, 2015
Application Deadline:	December 8, 2015

This position is in the Bargaining Unit.

Summary of Duties:

This position is located in the Administration division at the CCDJFS. The primary duties include operating the cashier's desk and processing payments for Child Support and Benefits Plus. The employee must have an understanding of banking, accounting, and bookkeeping principles and procedures. The employee performs basic accounting functions, word processing, spreadsheets, data entry, invoices, filing, emails, purchase orders, cash handling, receipts, and refunds. The employee will perform other duties as required by the division including, but not limited to, completing monthly reports, answering routine questions, discussing payment discrepancies, reviewing random moment samples, and paying invoices. The employee must have the ability to maintain accurate records, the ability to multi-task, and remain calm and professional at all times. The employee must provide excellent customer service. The employee must have strong communication and time management skills. The individual performs additional clerical and financial functions as assigned.

Minimum Qualifications:

- High School Diploma or GED required.
- Must have 1 year experience in business management and/or 2 courses in accounting or bookkeeping.

Preferred Qualifications:

- At least 1 year clerical experience utilizing a Personal Computer and advance function software for spreadsheets and database management.
- At least 1 year experience working in accounting and/or fiscal.
- At least 1 year experience as a cashier and/or bank associate.
- Experience in Child Support and/or Benefits Plus.

Note: Additional consideration may be given for years and types of experience and education beyond the minimum and preferred qualifications, knowledge, skills, and abilities.

Unusual Working Conditions/Hazards:

For the most part, this position is clerical in nature. However, due to the nature of our Agency, the incumbent may occasionally interact with angry or hostile clients.

BENEFITS:

12 paid Holidays, Ohio Public Employees Retirement (OPERS), Health, Dental, and Vision Insurance, Disability & Life Insurance, Tuition Reimbursement, Sick & Vacation Leave, and Opportunities for Growth & Promotion.

Interested applicants must submit a letter of interest, a current resume and a completed Clark County application. Please be sure to specify skills and experience applicable to the position for which you are applying. Applications are available at CCDJFS, OhioMeansJobs, or can be found on the Clark County website: www.clarkcountyohio.gov. Interested JFS employees must submit a current resume and a letter of interest. Please note: Internal applicants no longer need to complete an Internal Application.

***Applicants needing accommodation for completing application or interview,
please contact the Personnel department at 937-521-2018.**

CCDJFS is an Equal Opportunity/ADA Compliance Employer, M/F V/H
CCDJFS does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic information, sexual orientation, religion, age, disability or military status.